

Missouri Juvenile Justice Information System

MOJJIS

Linking Together to Protect Missouri Children

Juvenile & Family Courts

Department of Health and Senior Services

Department of Mental Health

Department of Social Services

Department of Elementary and Secondary Education

Office of State Courts Administrator

User Requirements Manual

January 2005



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References

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PREFACE

This document contains the policies and procedures for accessing the Missouri Juvenile Justice Information System (MOJJIS) and for sharing juvenile information among the following agencies:

- Juvenile Divisions of the Circuit Courts
- Department of Social Services (DSS) – Children’s Division (CD)
- Department of Social Services – Division of Youth Services (DYS)
- Department of Social Services – Family Support Division (FSD)
- Department of Health and Senior Services (DSHH)
- Department of Mental Health (DMH)

Staff members of each of the above agencies should refer to this document for the policies and procedures for each of the following:

- Using the MOJJIS Inquiry System to determine the agencies that have been in contact with or provided services to a juvenile;
- Providing information to another agency that has requested juvenile information as a result of an inquiry in the MOJJIS Inquiry System;
- Managing individuals who will be accessing the MOJJIS Inquiry System or sharing information with other agencies;
- Approving requests for access to the MOJJIS Inquiry System;
- Granting access to the MOJJIS Inquiry System (Agency Administrators only).

Following is the organization of the remainder of this document:

- History - Brief details are provided on the law that was enacted in 1995 mandating the sharing of juvenile information, the Memorandum of Understanding that was signed by the above agencies to administer the Missouri Juvenile Information Sharing Program that was created to bring the agencies into compliance with the law, and the Cooperative Agreement on Information Sharing Standards and Procedures that provide a body of standards and procedures for the methods whereby information is transferred from one agency to another;
- Definitions – Explanations of terms used throughout the document;
- Sharable Information - Guidelines for when and how much information should be shared;
- Inquirer/Requestor - Policies and procedures for the individuals who will be accessing the MOJJIS Inquiry System to determine the agencies that have had



Missouri Juvenile Justice Information System Policies & Procedures

contact or provided services to a juvenile assigned to them and how to request information from other agencies;

- Information Provider - Policies and procedures for the individuals who will be providing information to other agencies;
- System Access Requirements – Policies and procedures for requesting access to the MOJJIS Inquiry System;
- Administration – Policies and procedures for the Agency Administrator and System Administrator.

HISTORY

In 1995, the Juvenile Crime Bill was signed into law creating Section 210.865 RSMo mandating the sharing of juvenile related information between specific State agencies. This law states:

The juvenile divisions of the circuit courts and the departments of social services, mental health, elementary and secondary education and health shall share information regarding individual children who have come into contact with, or been provided services by, the courts and such departments. The state courts administrator and the departments of social services, mental health, elementary and secondary education and health shall coordinate their information systems to allow for sharing of information regarding and tracking of individual children by the juvenile divisions of the circuit courts, the departments of social services, mental health, elementary and secondary education, and health, and school districts. All information received by a court, any department or any school district pursuant to this section shall remain subject to the same confidentiality requirements as are imposed on the department that originally collected the information. With regard to the information required to be shared pursuant to this section, the department of elementary and secondary education shall only share information on students who have committed an act which, if it had been committed by an adult, would be a misdemeanor or felony offense pursuant to the laws of Missouri, other states or the federal government.

The Missouri Juvenile Justice Information System was created to bring the juvenile divisions of the circuit courts and the named departments into compliance with this law. Through the program, agencies that work with juveniles are able to ensure:

- The level of provided services are appropriately coordinated and sequential;
- Marginally, or unsuccessful interventions and/or services are not unintentionally repeated;
- Youth receive appropriate services in the most efficient and effective manner possible;
- The safety of youth receiving services from the participating agencies is maintained;
- Community safety is maintained; and

- Conflicting demands that may be placed upon families receiving services can be avoided.

In August 2002, the Memorandum of Understanding (MOU) was implemented constituting an agreement between the Office of State Courts Administrator (OSCA); the Department of Social Services Children's Division and Division of Youth Services; the Department of Mental Health; and the Department of Health and Senior Services for administration of the Missouri Juvenile Justice Information System. The MOU is included in Attachment F.

The Memorandum of Understanding framed the agreement between the above named agencies. By signing the MOU, the participants agreed to abide by the following principles in regard to information sharing:

- The named agencies shall share information pertaining to juveniles for the purpose of coordinating services to said juveniles, in the spirit of Section 210.865 RSMo and in accordance with the Cooperative Agreement on Information Sharing Standards and Procedures.
- Each party agrees to maintain the confidentiality of any and all records or other information as required by applicable federal and state laws and regulations.

Although named as a participating agency in Section 210.865, the Department of Elementary and Secondary Education (DESE), having neither information relevant to the object of the legislation nor need for the same from other named agencies, was declared exempt from the terms of the Memorandum of Understanding. Should DESE become an active participant in the MOJIS process, the Memorandum of Understanding shall be revised to include them as an agreeing party.

The Department of Mental Health will not be participating in early phases or pilots of implementation, but instead will begin participation upon implementation of the new DMH information system and in compliance with privacy requirements associated with Health Information Portability and Accountability Act (HIPAA-42 USC Sections 1320d-1329d-8, 45 CFR Part 160 & 164). The initial DMH participation will be limited to information that can be shared as authorized by a written release signed by the parent, legal guardian or legal custodian of a minor child, or as ordered by a court of competent jurisdiction. Information related to substance abuse treatment will only be shared as allowed under the guidelines established in Title 42, CFR Part 2.

The named agencies are committed to sharing of information pertaining to juveniles in accordance with the mandate in Section 210.865 RSMo, for the purpose of coordinating service to juveniles by the State. These agencies also agree to share information in the manner prescribed by this document.

The Cooperative Agreement, which was signed on August 1, 2002, by the Office of State Courts Administrator, Department of Social Services – Children’s Division, Department of Social Services – Division of Youth Services, Department of Elementary and Secondary Education, Department of Mental Health, and Department of Health & Senior Services provides a body of standards and procedures for the methods whereby information is transferred from one Missouri Juvenile Justice Information System participating agency to another. The policies and procedures reflected in this document comply with the Cooperative Agreement requirements. The Cooperative Agreement is included in Attachment G.

DEFINITIONS

‘Agency’ is defined as those agencies mentioned by name in Section 210.865 RSMo and are party to the Memorandum of Understanding and Cooperative Agreement. Named in the Section 210.865 RSMo are the juvenile divisions of the circuit courts and the departments of social services, mental health, elementary and secondary education, health and senior services, and state courts administrator. The MOU & Cooperative Agreement specified that the Children’s Division (Children’s Services) and Division of Youth Services within the Department of Social Services were parties.

‘Inquirer/Requestor’ is defined as staff employed by the agencies party to the MOU & Cooperative Agreement who are responsible for completing juvenile inquiries in the MOJJIS Inquiry System and then requesting information from agencies that have come in contact with or have provided services to the juvenile. The term Inquirer may be used when referring to staff inquiring into the MOJJIS Inquiry System and Requestor used when a request for additional information is made to another agency. In other words, Inquirer/Requestor, Inquirer, and Requestor are synonymous. Inquirers/Requestors who may handle juvenile inquiries include, but are not limited to, the following:

- Juvenile court personnel,
- Social work specialists,
- Case managers,
- DYS service coordinators,
- DYS teachers,
- DYS psychologists,
- DYS clerical staff
- DYS facility level managers,
- DYS administrative personnel,
- Director of Special Projects, (Mental Retardation and Developmental Disabilities (MRDD), Children’s Services),
- MRDD Southern, Central, Eastern District Directors,

- Comprehensive Psychiatric Services (CPS) Southern, Eastern, Western, and Central Children's Area Director,
- CPS Children's Service Coordinator,
- CPS Assistant Children's Service Coordinator,
- DMH Clinical Director for Children and Families,
- Alcohol and Drug Abuse (ADA) Deputy Director,
- ADA Program Specialist, and
- All managers of these staff.

'Information Provider' is defined as staff employed by the agencies party to the MOU & Cooperative Agreement who are responsible for sharing information with an Inquirer/Requestor.

'Information sharing' occurs when juvenile-related information transfers between agencies. The mode employed may be secure e-mail, telephone call, postal letter, fax, face-to-face conversation between staff, or any electronic transfer method. All modes of information sharing must be conducted in compliance with Health Information Portability and Accountability Act and other State, Local, and Federal requirements.

An **'information system'** consists of any manual or automated process whereby information regarding juveniles is transferred from agency to agency.

A **'juvenile'** is any individual who is under eighteen (18) years of age or is otherwise eligible for juvenile services under the guidelines of any agency. Only records for juveniles under 18 will be stored in the MOJJIS Inquiry System. Records for individuals who are over 18 years of age who are receiving juvenile services will not be stored in the system. (Please Note: The age in the Cooperative Agreement specifies 17 not 18. This definition was changed after the Cooperative Agreement was signed.)

SHARABLE INFORMATION

Information sharing occurs when juvenile-related information transfers between agencies. This sharing may take place on any organizational level deemed appropriate by the individual agencies.

The method used may be secure e-mail, telephone, mail, fax, face-to-face conversation between staff, or other source of electronic transfer method. All information sharing must be conducted in compliance with the Health Information Portability and Accountability Act and other State, Local, and Federal requirements. In order to share information by email, the path between the sender and receiver must be secured. If the path is completely within the State of Missouri's wide area network, it is considered secure. Currently, email between state agencies can travel over the internet which is not considered secured. If there is any doubt related to the security of the email path, it is recommended to use another mode of communication or, if available, encryption.

There is limited juvenile information in the MOJJIS Inquiry System. The pertinent juvenile information is retained in systems (automated and manual) within each of the agencies. The records contained within the MOJJIS Inquiry Systems contain the following data elements:

- Last Name;
- First Name;
- Middle Name;
- Date of Birth;
- Gender;
- Social Security Number;
- Departmental Client Number (DCN);
- Agency providing service;
- Agency program providing benefits;
- Agency contact name;
- Agency contact location;

- Agency contact e-mail address; and
- Agency contact phone and fax numbers.

A record with the above information will exist for juveniles who have been in contact with or participated in the following:

- The Department of Social Services – Family Support Division, Income Maintenance program. This program maintains information about client’s payment information and eligibility for Medicaid.
- The DSS-FSD Family Assistance Management Information System (FAMIS) program. Currently, this program maintains information about eligibility to qualify and receive food stamps and child care.
- The DSS-Children’s Division Children Services programs. These programs are Child Abuse/Neglect, Family-Centered Services and Protective Services, and Alternative Care Tracking.
- The DSS-FSD Child Care Reimbursement (CCREM) program. This program maintains information about reimbursement of child care expenses;
- The DSS-FSD Futures system. This system contains information about education, training and employment provided to help a client become self-sufficient.
- The DSS-CD Intensive In-Home Services (Family Preservation Tracking) system. This system contains information about intensive services provided to high-risk families.
- The DSS-Division of Youth Services Youth Services system. This system contains information on troubled juveniles referred to the DSS-DYS by the court system.
- The DSS Health Agency Network Data Systems (HANDS).
- The Juvenile Divisions of the Circuit Courts. These records are pulled from the Office of State Courts Administrator’s repository, a central repository for all summary information of court and juvenile information. The central repository only contains records for the circuit courts using JIS. A list of the circuit courts using JIS is available on CASE.NET.
- The DSS – Family Support Division IV-D Information.
- DHSS data from the Missouri Health Strategic Architecture Information Cooperative (MOHSAIC) system.

The MOJJIS Inquiry System is refreshed weekly with records showing participation in the systems, programs, and repository listed above. The system will only contain records for individuals who are under the age of 18. Individuals who are 18 or over and are receiving juvenile services will not be included.

Although the Department of Mental Health is participating in the MOJJIS program, they currently do not have the means of supplying records for the MOJJIS Inquiry System. Therefore, in order to determine if the juvenile has ever received services associated with the DMH, the point of contact provided in the MOJJIS Inquiry System must be contacted.

In order to obtain additional information about a juvenile, the agencies that provided services to the juvenile must be contacted. The following is a listing of juvenile information items that are considered sharable and transferable under the MOJJIS agreement. Agencies retain this information in automated and manual systems. Each item of information is subject to review and restriction by each agency as appropriate. Additionally, information sharing already covered by other interagency agreements is not subject to the limitations of the MOJJIS standards and procedures.

Identifiers

- Sex
- SSN

Person / School Data

- Suspensions and / or expulsions
- Current and past schools attended (name and dates)
- Special Ed Requirements, district diagnosis, and level of intervention
- Attendance record
- Last school name and address

Family / Custodian Data

- Guardian's relationship to child
- Domicile school district
- Worker contact name
- Services received / provided
- Substantiated CA / N reports
- Treatment Plan
- Alerts (special info)
- Current Medications
- Provided treatments
- Health screening records
- DSM IV diagnosis and date
- Ever hospitalized
- Reason for hospitalization
- Doctor name and address

Person / Placement Data

- Placing agency
- Placement / facility name(s)
- Commitment date(s)

Commitment County
Committing Judge Name
Safe School Act violations
Name
DCN
Date of birth
Disciplinary history
Previous school district(s) attended
IEP
Disciplinary actions and reason for
DYS school transcript
Testing / diagnosis data
Legal guardians school district number
Putative father list

Participation Data

Worker / contact address and phone number
Dates of services
FFP (IV-E) data
Does agency have custody

Person / Medical

Substances of abuse
Immunization records
Health care provider history
Communicable diseases, lead poisoning, children born with drug addiction or fetal alcohol syndrome
Dates of hospitalization
Last date of physical exam
Substance abuse treatment
Out of home placement (Y / N)
Placement date(s)
Placement / facility contact
Commitment offenses(s)
Committing court

Person Legal Data

GAL name and number

The above information may be shared pursuant to Section 210.865 RSMo and the MOJJIS agreement between the agencies. However, other statutes and regulations pertaining to the sharing of juvenile-related information must be considered in the decision of whether or not to share. These include but, are not limited to:

- HIPAA [42 USC Sections 1320d-1329d-8, 45 CFR Part 160,] that provides patients with new rights to understand and control how their health information is used.
- FOIA [5 USC Section 552(a)(2); 45 CFR Part 5b,] applies to all U.S. Department of Health and Human Services records.
- FERPA [20 USC Section 1232g; 34 CFR Part 99,] applies to educational agencies and institutions that receive funds under any program administered by the U.S. Secretary of Education.
- The Privacy Act of 1974 [5 USC Section 522(a); 1 CFR Section 425.1 et seq.,] applies to all records about individuals that are collected by all federal agencies.
- The Youthful Offenders Law [18 USC Section 5038,] applies to all records of juvenile delinquency proceedings in federal district courts.
- The Computer Matching and Privacy Protection Act of 1988 [5 USC Section 522a,] establishes requirements for matching records of individuals in federal cross-agency queries.
- The Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970 [42 CFR Part 2] protects the confidentiality of patient records in alcohol abuse programs receiving federal assistance.
- The Drug Abuse Treatment Act of 1972 [42 USC Section 290ee-3; 42 CFR Section 2.1 et seq.,] protects the confidentiality of patient records in drug abuse programs receiving federal assistance.
- The Child Abuse Prevention and Treatment and Adoption Reform Act of 1977 [42 USC Section 5106a(b)(4); 45 CFR Section 1350.14(j).] protects the confidentiality of children's records listed in child protective services files of agencies that want to remain eligible for federal funds.

INQUIRER / REQUESTOR

It is the responsibility of each participating agency to determine who shall be authorized to utilize the MOJJIS Inquiry System for inquiry purposes. It is intended that agency staff whose current duties include gathering juvenile information will be allowed to use the MOJJIS Inquiry System as a tool to determine if the juvenile has participated with other agencies. Currently, access to the MOJJIS Inquiry System is not intended for agency contract staff. This will be reconsidered in the future. See section System Access Requirements for procedures and requirements that must be met before being granted access to the MOJJIS Inquiry System.

When requesting information from another agency, the following information must be provided in the request to that agency:

- The Requestor's identifying information. According to HIPAA, the Information Provider must verify that the requestor can legitimately receive the information being requested. Therefore, the requestor should expect that the Information Provider might require further actions (example, sending the request in an email) in order to comply with this requirement;
- Data elements that fully identify the juvenile. These are available from the "Juvenile Information" web page returned from the inquiry in the MOJJIS Inquiry System;

Note: Please see Attachment A for a standardized template that may be used for requesting information from other agencies.

- The Requestor should submit a request using the information providing agency's preferred method of receiving requests. If the information providing agency is the Department of Mental Health, an Authorization for Disclosure signed by the juvenile's parent, legal guardian, or legal custodian or a court order by a court of competent jurisdiction must accompany the request. See Attachment D or the MOJJIS "Resource List" web page for a copy of this request. Following is a list of each agency's preferred method of receiving requests:
 - DSS – FSD: Written request via email, fax or mail
 - DSS – CD: Fax to point of contact or email
 - DSS – DYS: Written request via email, fax or mail
 - DHSS: Fax to Point of Contact
 - DMH: Mail and/or FAX
 - Judicial: Email

The Point of Contact provided in the MOJJIS Inquiry System is not the agency staff who provided services to a juvenile. Therefore, a request received at the providing agency's

point of contact may be redirected to another staff member within that agency to serve as provider of the requested information. The following represents each participating agency's designated point of contact(s):

- OSCA shall utilize the Chief Juvenile Officer for each circuit.
- DHSS shall utilize their internal Help Desk staff members.
- DSS – CD shall contact Kit.Glover@dss.mo.gov or (573) 751-4344.
- DSS – FSD
- DSS - DYS shall utilize contacts within its 5 regional offices and central office.
- DMH - shall utilize one point of contact.

The specific detail (i.e., name, telephone number, etc.) for each of the above points of contact is maintained within the MOJJIS Inquiry System.

INFORMATION PROVIDER

The Information Providers for each agency are responsible for supplying information to requestors from agencies participating in the MOJJIS Program. Before supplying information, however, it is the responsibility of the Information Provider to recognize whether or not a requestor can legitimately receive the information. Additionally, if medical information is involved, pursuant to the requirements of HIPAA, the Information Provider must verify the identity of the requestor and ensure the requestor has the proper authority to receive such information. A recommended approach to completing the due diligence required to identify the requestor is to have the requestor use the email functionality in MOJJIS to submit the inquiry. Additionally, the following list is being provided as an aid to the Information Provider in knowing who has been granted access to the MOJJIS Inquiry System and who may be requesting information.

- Juvenile court personnel,
- Social work specialists,
- Case managers,
- DYS service coordinators,
- DYS teachers,
- DYS psychologists,
- DYS clerical staff
- DYS facility level managers,
- DYS administrative personnel,
- Director of Special Projects, (Mental Retardation and Developmental Disabilities, Children's Services),
- MRDD Southern, Central, Eastern District Directors,
- Comprehensive Psychiatric Services Southern, Eastern, Western, and Central Children's Area Director,
- CPS Children's Service Coordinator,
- CPS Assistant Children's Service Coordinator,

- DMH Clinical Director for Children and Families,
- Alcohol and Drug Abuse Deputy Director,
- ADA Program Specialist, and
- All managers of these staff.

Whenever an Information Provider receives a request for information, s/he shall track the request using her/his agency's standard form, either manual or electronic in format. The request and the juvenile information provided must be documented in the form.

The following is a list of the data elements required for tracking purposes:

- Requester name,
- Receiver name,
- Date / time of request,
- What information was requested,
- How it was requested (e-mail, fax, etc.),
- What information was given, and
- Method used when information was shared.

The following explains each participating agency's solution to satisfying the tracking requirement:

- OSCA requires that each juvenile office track when information has been shared in a Lotus Notes folder named "Shared Information Receipts and Disbursements". When required, the OSCA Agency Administrator will contact the juvenile office requesting information for reports requested by the MOJIS Workgroup in behalf of the Juvenile Information Governance Commission.
- DHSS will make an entry into the help desk tracking software (MAGIC). Following is an explanation of the process:

A Ticket ID is created to document the requestor, participant information, internal departmental referral information, and the response. The referral and Ticket ID

are then forwarded to the appropriate department and/or caseworker within DHSS. The juvenile information given by the Information Provider is transmitted to the requester. The Information Provider will reference the Ticket ID and provide the DHSS contact person with a description of the information provided and date completed. The DHSS contact person will update and close the help desk ticket.

- DSS - CD will use the department's HIPAA Tracking System.
- DSS - DYS will use the department's HIPAA Tracking System.
- DSS FSD
- DMH will use the Department's HIPAA Tracking System.

Each Information Provider will determine the best mode of communications (telephone call, fax, email, mail) for supplying the information requested. This determination should be based on local policy and procedure. Additionally, the mode used will be dependent on the medium on which the information is stored. For example, if the information is stored in a traditional paper file and is voluminous, then mail may be the best method. Finally, pursuant to HIPAA requirements, health information must be provided through a secured mode of communication. All modes are considered secured with the exception of email. If the email message is routed at any point outside of the State of Missouri's Wide Area Network, it is not considered secured.

An Information Provider must sign an oath prior to providing information to a Requestor who is requesting information as a result of an inquiry in the MOJJIS Inquiry System. Please see Attachment C for the oath. A copy of the oath is to be stored at each agency. Following is the keeper of the signed oaths for each agency:

- OSCA: Agency Administrator
- DSS – CD: Personnel file with other confidentially agreements for department.
- DSS – DYS: Personnel file with other confidentially agreements for department.
- DSS – FSD:
- DHSS: Office of Information Systems – System File
- DMH: OIS Security Access Group

SYSTEM ACCESS REQUIREMENTS

The MOJJIS Inquiry System contains information that is confidential and protected by federal and state statutes. Therefore, the MOJJIS Inquiry System requires all Inquirers to logon using a user id and password. Before requesting a user id, an Inquirer should be trained and have received a MOJJIS certificate for completion of the training. It is the responsibility of each agency to train their Inquirers in the following categories before allowing them to request access from their MOJJIS Agency Administrator:

- **Policies and Procedures:** Inquirers shall read or be formally trained on the information contained in this document.
- **System Training:** Inquirers shall be instructed in the use of the MOJJIS Inquiry System.

Upon completing the training program, Inquirers shall be awarded a printed certificate indicating successful completion of the MOJJIS training program. The certificate shall bear a unique sequential printed number, which shall be recorded by the MOJJIS Work Group. A supply of the MOJJIS certificates will be provided to each agency for distribution after training is completed. The MOJJIS Workgroup member representing the trainee's agency will sign the certificate. This certification may be revoked if Inquirer is found in violation of this agreement.

All access to the MOJJIS Inquiry System requires the Inquirer to complete his/her agency's standardized access request form. The same process for gaining approval to local systems within the agency should be followed. Additionally, the Inquirer must sign a MOJJIS oath. If the MOJJIS Oath is not included in the standardized access request form, please see Attachment B for a copy of the MOJJIS oath. The completed and approved standardized access request form and the MOJJIS Oath must be submitted to the appropriate MOJJIS Agency Administrator. Following is a high level overview of the security process for each agency:

- OSCA requires the Chief Juvenile Officer of each juvenile office to send an email and copy of the signed oath to the OSCA Help Desk requesting access for their staff.
- DHSS staff are not required to submit an access form since the agency will not be performing inquiries to MOJJIS.
- CD Inquirers are required to submit a CD-137 and MOJJIS Oath to their Agency Administrator. The agency's current policy and procedure regarding the submission method for the security access requests should be followed. At some point the MOJJIS Oath may be included in the department's standard

confidentiality agreement. If so, there will not be a need to sign a separate MOJJIS Oath.

- DYS Inquirers are required to submit a DDP-137 and MOJJIS Oath to their Agency Administrator. The agency's current policy and procedure regarding the submission method for the security access requests should be followed. At some point the MOJJIS Oath may be included in the department's standard confidentiality agreement. If so, there will not be a need to sign a separate MOJJIS Oath.
- DMH staff are required to submit form(s) as referenced in DOR 8.300 and a MOJJIS Oath to their Agency Administrator. In the form's comment field write request for MOJJIS Inquiry System access. Follow your agency's current policy and procedure regarding the submission method for the security access requests.

Upon meeting all security requirements for inquiry access to the MOJJIS Inquiry System, a user id and password will be issued by the MOJJIS Agency Administrator. The User Account Profile web page can be used to change passwords, phone number, and email address. Please refer to the MOJJIS Inquiry System training or help for instructions.

To address inter-agency information sharing violations, agencies shall have policies governing violations of the preceding standards and procedures. Agencies shall enforce their own personnel policies when Inquirers violate the information sharing restrictions of a partner agency. Non-compliance with MOJJIS standards and procedures by Inquirers may result in disciplinary action up to and including revocation of MOJJIS certification and/or termination from employment.

Incidents in which Inquirers and Information Providers are alleged to have participated in inter-agency information sharing violations shall be reported to the Chairman and Secretary of the MOJJIS Work Group. The Chairman may, at his discretion, escalate reports of such incidents to the Juvenile Information Governance Commission.

ADMINISTRATION

For the MOJJIS program there are two administrative roles for granting and maintaining access to the MOJJIS Inquiry System. The first role is the MOJJIS Agency Administrator (also referred to as the Agency Administrator). This role is responsible for granting access to the Inquirers within an agency. The second role is the System Administrator role. This role is responsible for granting access to the MOJJIS Agency Administrators. The additional procedures and responsibilities for each role are described in this section. Also included in the administration of the MOJJIS Inquiry System are the help desk and upgrading and maintaining the system. Information for these roles is provided.

AGENCY ADMINISTRATOR

In order for an Agency Administrator designee to gain access to MOJJIS, s/he must request access from the System Administrator. The MOJJIS System Administrator contact information is given in the next section.

The Agency Administrator for each participating agency is described as follows:

- OSCA: Juvenile Automation Support Team (OSCA Help Desk)
- DHSS: Will not require an Agency Administrator; DHSS will serve as an information provider only.
- DSS – CD: ISTD Security Group, ISTD Help Desk, DYS Security Officers
- DSS – DYS: ISTD Security Group
- DMH: OIS Security Group.

The Agency Administrators responsibilities include, but are not limited to the following:

- Granting MOJJIS Inquiry System access to inter-agency Inquirers;
- Creating Inquirers user ids and associated profiles;
 - Note: It is recommended that each agency decide if an existing user id will be used or if a new user id will be assigned. No standard for user ids across agencies will be provided. Each agency should establish a standard convention for the user ids. In the event that a user id already exists in MOJJIS, it is recommended that a character be added to the user id in order to make it unique.

- Resetting Inquirer passwords;
- Deleting (removing) access for an Inquirer;
- Revoking their MOJJIS Inquiry System privileges; and
- Producing audit reports for all MOJJIS Inquiry System users within his/her agency. The User Audit Log and Audit Log web pages in the MOJJIS Inquiry System can be used to provide information for these reports.

SYSTEM ADMINISTRATOR

Following is the contact information for the MOJJIS System Administrator:

- Where - Office of State Court Administrator
- Who – OSCA System Security Officer
- Phone – (573) 751-4377
- Email Address – osca_help_desk@courts.mo.gov to the attention of the MOJJIS System Administrator

The System Administrator responsibilities include, but are not limited to the following:

- Granting MOJJIS access to Agency Administrators;
- Creating user ids and associated user profiles;
- Resetting passwords;
- Revoking MOJJIS privileges; and
- Producing audit report for all MOJJIS Inquiry System users.

MOJJIS HELP DESK

The MOJJIS Help Desk provides technical assistance to MOJJIS authorized users only. Prior to contacting the MOJJIS Help Desk, please confirm that the situation is not related to the State or local server problems. These types of problems would be reported to the Agency Help Desk based on your local policy and procedures.

Please be prepared to provide the help desk technicians with the following information when placing a service request.

- Your name and telephone number;
- Your agency name;
- Your MOJJIS Inquiry System user id;
- A detailed description of the problem and what action was in progress when the problem occurred; and
- If applicable, the error message number and text appearing on the computer screen.

Following is the contact information for the MOJJIS Help Desk:

- Where - Office of State Court Administrator
- Phone – (573) 522-5577 or (888) 541-4894

Email Address – osca_help_desk@courts.mo.gov

NOTIFICATION OF UPGRADES OR SYSTEM ACTIVITIES

The MOJJIS System Administrator will contact the Agency Administrators with notification of upgrades or system activities. It is the responsibility of the Agency Administrators to notify all MOJJIS Inquiry System users within their agency. The MOJJIS System Administrator and Agency Administrators for each agency will determine the best method for communicating this information.

ATTACHMENT A – JUVENILE INFORMATION REQUEST

| | | |
|---------------------------------|-----------------------|--------------------------|
| Agency | | Date (mm/dd/yyyy) |
| Requestor Information | | |
| Full Name (Last, First, MI) | | |
| Address | City, State, Zip Code | |
| Phone Number | Fax Number | |
| Email Address | | |
| Juvenile Identification | | |
| Full Name (Last, First, Middle) | | |
| Date of Birth (mm/dd/yyyy) | Gender | |
| SSN | DCN | |
| Information Requested | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Information Provided | | Date (mm/dd/yyyy) |
| | | |
| | | |
| | | |
| | | |
| | | |

ATTACHMENT B – INQUIRER/REQUESTOR OATH

"I do solemnly swear (or affirm) that I have been instructed on the use of the Missouri Juvenile Justice Information System (MOJJIS Inquiry System) as a tool to determine if juveniles for whom I have been requested to provide services have come into contact with the juvenile divisions of the circuit courts or the departments of social services, mental health, and health and senior services (hereafter called entities). I have also been instructed on the proper use of shared information resulting from my inquiry into the MOJJIS Inquiry System. I will abide by the confidentiality requirements provided to me by the information providing entities."

Name

Agency

Title

Date

ATTACHMENT C – INFORMATION PROVIDER OATH

"I do solemnly swear (or affirm) that I have been instructed on sharing information with a Missouri Juvenile Information System (MOJJIS) requestor who is pursuing juvenile information as a result of an inquiry in the MOJJIS Inquiry System. I will share the information in a manner consistent with the requirements of Section 210.865 RSMo, the Memorandum of Understanding for administration of the Missouri Juvenile Justice Information System Program dated August 1, 2002, and the Cooperative Agreement on Information Sharing Standards and Procedures dated August 11, 2002. I will not share more information than is requested. I will not intentionally withhold information. I will exercise due diligence in releasing any information. "

Name

Agency

Title

Date



Missouri Juvenile Justice Information System Inquiry System Policies & Procedures

ATTACHMENT D – DMH AUTHORIZATION FOR DISCLOSURE



Authorization for Disclosure of Consumer Medical/Health Information

I, _____ authorize and request
(Name of Consumer, Parent, Guardian/Legal Representative)

☐ Department of Mental Health ☐ Department of Social Services ☐ Department of Health and Senior Services
☐ Department of Elementary and Secondary Education ☐ Other _____

(Name of indicated Facility, Agency, Mental Health Center, Person)

to **disclose/release** the below specified information of (name) _____

(date of birth): _____ (social security number) _____

who received services from _____ to _____
(Date) (Date)

to:

☐ Department of Mental Health ☐ Department of Social Services ☐ Department of Health and Senior Services
☐ Department of Elementary and Secondary Education ☐ Other _____

(Name of indicated Facility, Agency, Mental Health Center, Person)

(Address)

(City, State, Zip)

The Purpose of this Disclosure is:

☐ Aftercare ☐ Placement ☐ Transfer/Treatment ☐ Treatment Planning ☐ Assessment ☐ Consumer Request
☐ Conditional/Unconditional Release Hearing ☐ Eligibility Determination ☐ Continuity of Services/Care
☐ To share information with above agencies to obtain services consistent with _____

Name of program

☐ Other specify _____

The Specific Information to be Disclosed is:

☐ Discharge Summary ☐ Treatment Plan and/or Reviews ☐ Medical/Psychiatric Assessment(s)
☐ Progress Notes ☐ Social Service Assessment
☐ For MR-DD, testing: psychometric, neurological, IQ results, or other developmental test results
☐ Educational Testing, IEP, transcript, grading reports
☐ Other _____

- 1. READ CAREFULLY:** I understand that my medical/health information records are confidential. I understand that by signing this authorization, I am allowing the release of my medical/health information. The protected health information (PHI) in my medical record includes mental/behavioral health information. In addition, it may include information relating to sexually transmitted diseases, acquired immunodeficiency syndrome (AIDS), human immunodeficiency virus (HIV), other communicable diseases, and/or alcohol/drug abuse.
- Alcohol and drug abuse information records are specifically protected by federal regulations (42 CFR 2) and by signing this authorization without restrictions I am allowing the release of any alcohol and/or drug information records (if any) to the agency or person specified above. Please sign if you are authorizing the release of alcohol and drug abuse information:

- This authorization includes both information presently compiled and information to be compiled during the course of treatment at the above-named facility during the specified time frame.

| | | | | | | | | |
|--|---|--|------------------------------|-------------|-----------------------------|-------------|---|-------------|
| 4. | This authorization becomes effective on _____ | This authorization automatically expires on the following date, event or special condition _____ | | | | | | |
| 5. | If I fail to specify an expiration date, this authorization will expire in one year. | | | | | | | |
| 6. | I understand that I have a right to revoke this authorization at any time. I understand that if I revoke this authorization I must do so in writing and present my written revocation to the health information management department (medical records) or client information center at this facility. I further understand that actions already taken based on this authorization, prior to revocation, will not be affected. | | | | | | | |
| 7. | I understand that I have the right to receive a copy of this authorization. A photographic copy of this authorization is as valid as the original. | | | | | | | |
| 8. | I understand that authorizing the disclosure of this medical/health information is voluntary. I can refuse to sign this authorization. I need not sign this form in order to assure treatment. I understand that I may request to inspect or request a copy of information to be used or disclosed, as provided in 45 CFR Section 164.524. I understand that any disclosure of information carries with the potential for an unauthorized redisclosure and the information may not be protected by federal confidentiality rules. If I have questions about disclosure of my medical/health information, I can contact the health information management director (medical records director) or client information center, or designee, or the Privacy Officer for this covered entity. | | | | | | | |
| 9. | <u>THE FOLLOWING STATEMENT APPLIES TO ANY ALCOHOL AND/OR DRUG ABUSE TREATMENT INFORMATION RECORDS THAT WE DISCLOSE:</u> Prohibition on Redisclosure: This information has been disclosed to you from records whose confidentiality is protected by Federal law. Federal regulations (42 CFR Part 2) prohibit you from making further disclosure of it without the specific written authorization of the person to whom it pertains, or as otherwise specified by such regulations. A general authorization for disclosure of medical or other information is NOT sufficient for this purpose. | | | | | | | |
| <p>My signature below acknowledges that I have read, understand, and authorize the release of my PHI.</p> <table style="width: 100%;"> <tr> <td style="width: 70%;">Signature of Consumer: _____</td> <td style="width: 30%;">Date: _____</td> </tr> <tr> <td>Signature of Witness: _____</td> <td>Date: _____</td> </tr> <tr> <td>Signature of Parent/ Legal Guardian/Representative: _____</td> <td>Date: _____</td> </tr> </table> <p><small>(Please include a Description of Authority to Act on Consumer's Behalf):</small></p> | | | Signature of Consumer: _____ | Date: _____ | Signature of Witness: _____ | Date: _____ | Signature of Parent/ Legal Guardian/Representative: _____ | Date: _____ |
| Signature of Consumer: _____ | Date: _____ | | | | | | | |
| Signature of Witness: _____ | Date: _____ | | | | | | | |
| Signature of Parent/ Legal Guardian/Representative: _____ | Date: _____ | | | | | | | |
| NOTICE OF REVOCATION | | | | | | | | |
| <p>I, _____ (Consumer) hereby revoke my authorization of this disclosure of information to the Agency/person listed above. This revocation effectively makes null and void any permission for disclosure of information expressly given by the above authorization. I understand that any actions based on this authorization, prior to revocation, will not be affected.</p> <table style="width: 100%;"> <tr> <td style="width: 70%;">Signature of Consumer: _____</td> <td style="width: 30%;">Date: _____</td> </tr> <tr> <td>Signature of Witness: _____</td> <td>Date: _____</td> </tr> <tr> <td>Signature of Parent/ Legal Guardian/Representative: _____</td> <td>Date: _____</td> </tr> </table> <p>If you choose to revoke your authorization, please provide a copy of the completed revocation to the Health Information Management Director (Medical Records Director), or the Client Information Center, or to the Privacy Officer of this facility.</p> | | | Signature of Consumer: _____ | Date: _____ | Signature of Witness: _____ | Date: _____ | Signature of Parent/ Legal Guardian/Representative: _____ | Date: _____ |
| Signature of Consumer: _____ | Date: _____ | | | | | | | |
| Signature of Witness: _____ | Date: _____ | | | | | | | |
| Signature of Parent/ Legal Guardian/Representative: _____ | Date: _____ | | | | | | | |

ATTACHMENT F – MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING

-BETWEEN-

Office of State Courts Administrator
Department of Social Services-Children's Division (Children's Services)
Department of Social Services-Division of Youth Services
Department of Mental Health
Department of Health and Senior Services

For administration of the Missouri Juvenile Justice Information System Program

August 1, 2002

I Parties

This document constitutes an agreement between the Office of State Courts Administrator (OSCA,) the Department of Social Services – Children's Division (CD,) the Department of Social Services – Division of Youth Services (DYS,) the Department of Mental Health (DMH,) and the Department of Health and Senior Services (DHSS).

II Strategic Vision

Background

In 1995, the Juvenile Crime Bill was signed into law by then-Governor Mel Carnahan. This legislation created the Missouri Revised Statute 210.865, which mandated the sharing of juvenile-related information between specific State agencies.

Purpose

The purpose of this memorandum is to frame the agreement between the named agencies. The terms and conventions used within this document are framed in the context of the *Cooperative Agreement on Information Sharing Standards and Procedures* attached hereto.

Intent

Through the Missouri Juvenile Justice Information System (MOJJIS) program, agencies that work with juveniles will be able to ensure that:

- The level of provided services are appropriately coordinated and sequential
- Marginally- or un-successful interventions and/or services are not unintentionally repeated
- Youth receive appropriate services in the most efficient and effective manner possible
- The safety of youth receiving services from the participating agencies is maintained
- Community safety is maintained
- Conflicting demands that may be placed upon families receiving services can be avoided

III Authorities

The named agencies are committed to sharing of information pertaining to juveniles in accordance with the mandate in RSMo 210.865, for the purpose of coordinating service to juveniles by the State. These agencies also agree to share information in the manner prescribed by the MOJJIS Standards and Procedures document.

Other Statutes and Regulations pertaining to the sharing of juvenile-related information include but are not limited to:

HIPAA [42 USC 1320d-1329d-8, 45 CFR part 160,] – Provides patients with new rights to understand and control how their health information is used.

FOIA [5 USC §552(a)(2); 45 CFR Part 5b,] – Applies to all U.S. Department of Health and Human Services records.

FERPA [20 USC § 1232g; 34 CFR Part 99,] – Applies to educational agencies and institutions that receive funds under any program administered by the U.S. Secretary of Education.

The Privacy Act of 1974 [5 USC § 522(a); 1 CFR § 425.1 et seq.,] – Applies to all records about individuals which are collected by all federal agencies.

The Youthful Offenders Law [18 USC § 5038,] – Applies to all records of juvenile delinquency proceedings in federal district courts.

The Computer Matching and Privacy Protection Act of 1988 [5 USC § 522a,] – Regards matching of records of individuals in federal cross-agency queries.

The Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970 – Regards confidentiality of patient records in alcohol abuse programs receiving federal assistance.

The Drug Abuse Treatment Act of 1972 [42 USC § 290ee-3; 42 CFR § 2.1 et seq.,] – Regards confidentiality of patient records in drug abuse programs receiving federal assistance.

The Child Abuse Prevention and Treatment and Adoption Reform Act of 1977 [42 USC § 5106a(b)(4); 45 CFR § 1350.14(j).] – Protects the confidentiality of children's records listed in child protective services files of agencies that want to remain eligible for federal funds.

IV Principles

The parties will abide by the following principles:

General Responsibilities:

The named agencies shall share information pertaining to juveniles for the purpose of coordinating services to said juveniles, in the spirit of RSMo 210.865, and in accordance with the Cooperative Agreement on Information Sharing Standards and Procedures.

Equitable Apportionment of Costs of Shared Systems:

Any costs associated with MOJJIS shall be paid by grant funding while those grants are available. When grant funding is no longer available, the representatives from the participating agencies shall agree to discuss and submit a Form 5 request for ongoing funding on behalf of MOJJIS. Finally, if no other funding can be acquired, each agency agrees to share the costs equitably. The proper persons from each agency shall discuss the apportionment of expenses at that time.

Confidentiality

Each party agrees to maintain the confidentiality of any and all records or other information as required by applicable federal and state laws and regulations.

V Period of Agreement and Modification/Termination

According to RSMo 210.865, participating agencies shall coordinate their information systems to share information related to the service and improvement of juvenile justice. This agreement for participation in the automated portion of MOJJIS may be cancelled at any time upon agreement by all parties or by any party after giving thirty (30) days prior notice in writing to the other parties (and the MOJJIS Work Group,) provided, however, that reimbursement for any agreed upon fees owed the MOJJIS Work Group shall be made for the period when the contract is in effect. Additionally, the requesting agency will still need to provide requested information to the other participating agencies in some format as required by RSMo 210.865.

Any party to this agreement may initiate a change review by submitting a request in writing to the Chairman of the MOJJIS Work Group. The concern of the change review request shall be addressed by the MOJJIS Work Group within 30 days of submission of the request and forwarded to the Juvenile Information Governance Commission (JIGC) for final approval.

Any change to this agreement must be accomplished by a formal amendment to the agreement signed and approved by all parties and all parties agree that no other methods and/or documents, including correspondence, acts, and oral communications by or from any person, shall be construed as an amendment to this agreement.

VI Exemptions

The Department of Elementary and Secondary Education (DESE,) while a party to the RSMo 210.865, having no information relevant to the object of the legislation nor need for the same from other named agencies, is exempt from the terms of this MOU. Should DESE become an active participant in the MOJJIS process, this MOU shall be revised to include them as an agreeing party.

Agreed to By

The following agencies concur with the Memorandum of Understanding and are bound by the Cooperative Agreement on Information Sharing Standards and Procedures.

Agreed to By: Office of State Courts Administrator

Michael L. Buenger
Representative
State Courts Administrator
Title

8/27/02
Date

Agreed to By: Department of Social Services

Christine Rackers
Representative
Associate Director
Title

8/23/02
Date

Agreed to By: Department of Social Services-Children's Division

Robin Gierer
Representative
Associate Director
Title

8/26/02
Date

Agreed to By: Department of Social Services-Division of Youth Services

Mark Steward
Representative
Director, DYS
Title

8/26/02
Date

Agreed to By: Department of Mental Health

See Signed Letter of Intent Dated 9/19/02
Representative

Title

Date

Agreed to By: Department of Health and Senior Services

Ronald W. Cates
Representative
Interim Director
Title

9/4/02
Date

Original Memorandum of Understanding maintained at the Office of State Courts Administrator.

ATTACHMENT G – COOPERATIVE AGREEMENT

COOPERATIVE AGREEMENT ON INFORMATION SHARING STANDARDS AND PROCEDURES

-BETWEEN-

Office of State Courts Administrator
Department of Social Services-Children's Division (Children's Services)
Department of Social Services-Division of Youth Services
Department of Elementary and Secondary Education
Department of Mental Health
Department of Health and Senior Services

-DEVELOPED WITH INPUT FROM

Highway Patrol
Office of Information Technology

August 1, 2002

I

Purpose of Document

The purpose of this document is to provide a body of standards and procedures for the methods whereby information is transferred from one Missouri Juvenile Justice Information System (MOJJIS) participating State agency to another. This document is issued pursuant to Missouri Revised Statute (RSMo) 210.865, which provides for the sharing of information between several agencies for the purpose of coordinating services to juveniles participating in programs administered by those agencies.

II

Participating Entities

Participating entities are defined as those agencies and other bodies signatory to this document and mentioned by name in the RSMo 210.865.

For the purposes of this document, the term 'agency' means 'participating entity' as defined in the preceding paragraph.

III Participating Staff

Participating staff are defined as those staff employed by the agencies that are signatory to this document and assigned to the duties of sharing information between said agencies.

Staff who may handle juvenile inquiries include, but are not limited to, the following: law enforcement officers in the field, juvenile court officers, social service workers, case managers, counselors, teachers, psychologists, mental health professionals, guardians ad litem, nurses, clerical staff, information technology staff, and all managers of these staff.

IV Definition of ‘Information Sharing’

‘Information sharing’ occurs when juvenile-related information transfers between agencies. The mode employed may be e-mail, telephone call, postal letter, fax, face-to-face conversation between staff, or any electronic transfer method.

All modes of information sharing must be conducted in compliance with Health Information Portability and Accountability Act (HIPAA) and other State, Local, and Federal requirements.

V Definition of an ‘Information System’

An ‘information system’ consists of any manual or automated process whereby information regarding juveniles is transferred from agency to agency.

VI Definition of ‘Juvenile’

A ‘juvenile’ is any individual who is either under 17 (seventeen) years of age or is otherwise eligible for juvenile services under the guidelines of any agency.

VII Definition of Scope of Sharing

The sharing of information may take place on any organizational level deemed appropriate by the individual agencies.

Agencies shall make available to each other a list of statewide offices, groups, or individuals (as best suits each agency’s current scope of implementation of ‘system’ and level of automation) that may be in possession of juvenile-related information. The MOJJIS Work Group shall appoint an individual responsible for compiling the latest contact information for staff that handles information pertaining to juveniles.

VIII When Information Should Be Shared and How Much

It is understood that the beginning phase of electronic information sharing shall provide access to the Department of Social Services (DSS) common area. This will include a minimum of 13 known, not to exceed 30, data fields to be read/extracted from the common area. As per design Option 3, and approved by the Juvenile Information Governance Commission (JIGC), the fields required at this time are:

| | |
|---|-----------------------------|
| First Name | Last Name |
| SSN/DCN | Sex |
| Date of Birth | Participation Flag |
| Agency information sharing contact name | Contact phone & fax numbers |
| Last known worker name & email address | Contact agency |
| Contact agency location | |

The following items of juvenile information are considered sharable and transferable under this MOJIS agreement. However, each item of information is subject to further review and restriction by the agency as appropriate.

IDENTIFIERS

Sex

SSN

PERSON SCHOOL DATA

Suspensions and/or expulsions

Current and past schools attended (name and dates)

Special Ed Requirements and district diagnosis and level of intervention

Attendance record

Last school name and address

FAMILY/CUSTODIAN DATA

Guardian's relationship to child

Domicile school district

Worker/contact name

Services received/provided

Substantiated CA/N reports

Treatment Plan

Alerts (special info)

Current Medications

Provided treatments

Health screening records

DSM IV diagnosis and date

Ever hospitalized

Reason for hospitalization

Doctor name and address

PERSON PLACEMENT DATA

Placing agency

Placement / facility name(s)

Name

DCN

Date of birth

Disciplinary history

Previous school district(s) attended

IEP

Disciplinary actions and reason for

DYS school transcript

Testing/diagnostic data

Legal guardians school district number

Putative father list

PARTICIPATION DATA

Worker/contact address and phone number

Dates of services

FFP (IV-E) data

Does agency have custody

PERSON MEDICAL

Substances of abuse

Immunization records

Health care provider history

Communicable diseases, lead poisoning, Children

born drug addicted or fetal alcohol syndrome

Dates of hospitalization

Last date of physical exam

Substance abuse treatment

Out of home placement (Y/N)

Placement date(s)

Placement / facility contact

Commitment date(s)
Commitment county
Committing Judge Name
Safe school act violations

Commitment offense(s)
Committing court
PERSON LEGAL DATA
GAL name and number

The preceding data elements will be shared under the provisions of RSMo 210.865 and this document. The contents of this list are not intended to limit future expansion or contraction of sharable information, which may be amended by subsequent agreement. All restrictions placed upon the shared data by State and Federal law applicable to the agency in original possession of the data must be adhered to by the agency accepting the data.

IX System Security

Both manual and automated information systems require controls against and reporting of unauthorized use of the system and authorized users mishandling the system.

Current agency policy regarding automated and manual systems shall be enforced under this MOJJIS agreement. Procedures for granting staff access (i.e. forms) to systems, as well as for deleting terminated users, shall default to the member agency's current policy.

Additionally, agencies shall use a common access form to grant staff permission to use the shared information system.

Agencies shall enforce their own personnel policies when staff have violated the information sharing restrictions of a partner agency.

X Method of Tracking Information Sharing

Each agency shall provide a method for tracking the following fields as they relate to information sharing: requestor name, receiver name, date/time of query, what information was given, what information was requested, how it was requested (e-mail, fax, etc.,) method of information sharing as defined in Section IV.

The querying staff and the receiving staff, as defined above, shall perform tracking of information sharing.

The fields shall be tracked using a common standard form, either manual or electronic in format. Agencies will provide periodic (as defined by the MOJJIS Work Group) reports of information sharing activity to the MOJJIS Work Group.

Information systems constructed for the purpose of sharing juvenile-related information shall include a method for tracking system activity for audit purposes.

XI

Training and Certification of Users

Agencies shall train their staff in the following categories of information:

| | |
|-----------------------------|--|
| Security | Staff shall receive instruction on requirements to access information. |
| Procedures and Policies | Staff shall be instructed to recognize when information sharing is taking place and how to apply MOJJIS procedures to the event. |
| System Training | Staff shall be instructed in the use of shared common information systems, developed for the sharing of juvenile-related information. |
| Handling Shared Information | Staff shall receive instruction on proper use of shared information, and instruction on differences between agencies' sharing policies |
| When and When Not to Share | Staff shall receive instructions on any conditions deemed inappropriate to share information under MOJJIS. |
| Data dictionary | Staff shall be made aware of the information that may be shared under this MOJJIS agreement. |

Upon completion of the training program, participating staff shall be awarded a printed certificate indicating successful completion of the MOJJIS training program. The certificate shall bear a unique sequential printed number, which shall be recorded by the MOJJIS Work Group. This certification may be revoked if staff is found in violation of this agreement, as outlined in Section XIII.

The requirement for "agencies" to train their staff in the above categories shall be considered met if the MOJJIS Work Group provides a single source of training for staff operating under the auspices of MOJJIS.

XII

Monitoring Legislative and Other Changes – Impacts to Sharing Process

Each agency's legal department shall monitor Federal and State legislation having fiscal and policy impact on their respective agencies. Legislative impacts to MOJJIS shall be reported to the Chairman of the MOJJIS Work Group and the JIGC.

XIII

Non-Compliance

To address inter-agency information sharing violations, agencies shall have policies governing violations of the preceding standards and procedures.

Non-compliance with MOJJIS standards and procedures by staff may result in disciplinary action up to and including revocation of MOJJIS certification or termination from employment.

Acts which may trigger discipline under this Section include, but are not limited to, the following: over-release of information, intentional withholding of information, release of information to inappropriate receiver, release of knowingly-false information, and release or request of information for inappropriate reasons.

Incidents in which staff are alleged to have participated in inter-agency information sharing violations shall be reported to the Chairman and Secretary of the MOJJIS Work Group. The Chairman may, at his discretion, escalate reports of such incidents to the JIGC.

XIV

Pre-Existing Agreements

Information sharing already covered by other interagency agreements is not subject to the limitations of these Standards and Procedures.